

# TOWN OF EAST WINDSOR

## Job Description

**DEPARTMENT:** SENIOR SERVICES

**TITLE:** PART-TIME CLERICAL ASSISTANT

**POSITION:**

Works under the general direction of the Director of Social Services performing secretarial and administrative services in the Senior Center's office. Work may involve providing assistance to senior citizens. Work assignments are generally given with broad statements of objectives and performed with a considerable degree of independence. Must exercise mature judgment and decision making in daily activities. Must have exceptional written and oral communications skills.

**PRIMARY DUTIES:**

- Receives oral or written instructions from the Director of Social Services; plans and organizes work according to established or standard office procedures;
- Provides secretarial and office administrative support including but not limited to:
  - Greeting seniors and visitors, handling telephone calls, providing general information on departmental services and basic Town information;
  - Compose and prepare correspondence, newsletters, calendars, flyers and sign-up sheets;
  - Sorting and distribution of department mail;
  - Maintaining general office files and records;
  - Assisting supervisor with department budget, maintaining financial and other records of program activities;
  - Working with Program Coordinator on compiling information for monthly calendar, programs and trips; preparation for trips, participants lists, completion of various releases;
  - Compiling, maintaining and posting or distribution of information to be posted on department website, newspapers, newsletter, online/social media sites, Senior Services calendar;
  - Ordering and maintaining department's office supplies.
- Assists Transportation Department with answering telephone and communication with bus drivers for clientele pick-up, assists Program Coordinator and Food Service Manager as needed;
- In absence of Transportation Coordinator or Program Coordinator provides support as needed;
- Maintains and updates office policy and procedural manual for department and notes for monthly staff meeting;
- Performs other related work as assigned.

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### **QUALIFICATION PROFILE:**

High School Diploma or GED equivalent, three years' experience in secretarial or office administrative work, or any equivalent combination of training and experience that provides the following knowledge, abilities and skills:

#### Knowledge of:

- Office practices and procedures including the operation and care of standard office equipment;
- Business English, grammar, punctuation and math;
- Computer software as applied to office applications, including Microsoft Word and Excel.

#### Ability to:

- Operate computers and various other office machinery in a proficient manner;
- Organize and express thoughts and ideas orally and through written communications;
- Concentrate on details with constant interruption;
- Exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures;
- Prioritize, organize and perform work independently;
- Plan and maintain recordkeeping systems;
- Compose and prepare effective correspondence;
- Establish and maintain effective working relationships with other employees, public officials and the general public, and to effectively and discreetly convey information;
- Perform special assignments and routine administrative functions as required.

### **SUPERVISED BY:**

Director of Social Services

**LICENSE AND CERTIFICATION:** Not applicable

### **PROBLEM SOLVING/DECISION MAKING:**

Problem solving conducted on a daily basis.

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

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